

PROCESS, PRINT AND MAIL TAX BILLS 2017 7-11-2017	MID AMERICA TECHNOLOGIES LLC DBA AMERICAN DIRECT MAIL SERVICES	DATA INTEGRATORS	DATAPROSE LLC	MAIL COMMUNICATIONS GROUP LLC/MAIL SERVICES LLC	INPUT TECHNOLOGY INC
	6912 E 12TH ST TULSA OK 74112	1190 INTERNATIONAL PKWY FREDERICKSBURG VA 22406	1122 W BETHEL RD COPPELL TX 75019	4100 121 ST URBANDALE IA 50323	4425 HUNT AVE ST. LOUIS MO 63110
TOTAL ESTIMATED COST:	\$15,022 FOR 200,000 TOTAL, \$75.11 PER THOUSAND THEREAFTER	\$22,000 OR .11 EACH	\$17,000 PRICING 200,000 PRICE INCLUDES A ONE-TIME SHIPMENT AND MAIL PRESENTMENT TO THE HILLSBORO POST OFFICE	\$21,364 + \$650 TO DELIVER TO HILLSBORO P.O.	\$16,097 (SEE ATTACHED FOR DETAIL)
REQUIRED DOCUMENTS					
NOTARIZED WORK AFFIDAVIT COMPLETED	Y	Y	Y	Y	Y
E-VERIFICATION DOCUMENTATION (Y/N):	Y	N	Y	N	Y
COPY OF INSURANCE PROVIDED	Y	Y	Y	Y (SEE BELOW)	Y
TAX RECEIPTS OR NOTARIZED LETTER STATING NO REAL OR PERSONAL PROPERTY OWNED IN JEFFERSON COUNTY	Y	N	N	N	Y
COOPERATIVE BID FORM (Y/N)	Y	Y	Y	Y	Y
COOPERATIVE CONTACT INFO:	Y	Y	Y	Y	Y
COMPANY INFORMATION AND SIGNATURE	Y	Y	Y	Y	Y
BID DEPOSIT REQUIRED	N/A	N/A	N/A	N/A	N/A
COMMENTS:	SEE ATTACHED	SEE ATTACHED	SEE ATTACHED	INSURANCE IS EXPIRED	SEE ATTACHED



JEFFERSON COUNTY
DEPARTMENT OF ADMINISTRATIVE SERVICES
 729 MAPLE ST / PO BOX 100
 HILLSBORO MO 63050
 WWW.JEFFCOMO.ORG

BID #: 17-0049

Request for Proposal: PROCESS, PRINT AND MAIL TAX BILLS
2017

Date Issued: 6-7-2017

PROPOSALS SHALL BE ACCEPTED UNTIL: TUESDAY, JULY 11, 2017, AT 2:00 P.M. LOCAL TIME.

**Specification
Contact:**

BETH MAHN
 Department of the County Collector
 636-797-6441
 bmahn@jeffcomo.org

**Contract
Contact:**

VICKIE PRATT
 Department of Administrative Services
 636-797-5380

**Mail (3) Three
Complete Copies
With Vendor And
Proposal
Information As
Shown In Sample:**

SAMPLE ENVELOPE	
VENDOR NAME	MID AMERICA TECHNOLOGIES LLC, DBA AMERICAN DIRECT MAIL SERVICES
VENDOR ADDRESS	6912 E 12th Street Tulsa OK 74112-5619
CONTACT NUMBER	918-292-8600
DEPARTMENT OF THE COUNTY CLERK	
JEFFERSON COUNTY MISSOURI	
729 MAPLE ST / PO BOX 100	
HILLSBORO MO 63050-0100	
2017 JEFFERSON COUNTY TAX BILL	
SEALED PROPOSAL: (PROPOSAL NAME) PRINTING AND MAILING	

**Contract Term:
upon approval by
the County Council
and County
Executive**

The undersigned certifies that he/she has the authority to bind this company in an agreement/contract to supply the commodity or service in accordance with all terms, conditions, and pricing specified. This Proposal, if accepted, will constitute an Agreement and Contract with Jefferson County, Missouri, upon approval of the County Council and County Executive. Prices are firm during this agreement term, unless agreed upon in writing by the County. The County has the option to renew this agreement at the same terms and conditions as the original agreement for one additional one-year term with the written consent of the successful bidder. Price increases for renewals are not authorized unless approved in writing by the County.

**Vendor
Information:**

MID AMERICA TECHNOLOGIES LLC, DBA AMERICAN DIRECT MAIL SERVICES		Richard L. Butefish
Company Name		Authorized Agent (Print)
6912 E 12th Street		
Address		Signature
Tulsa OK 74112-5619		
City/State/Zip Code		Title
918-292-8600	July 7, 2017	73-1474402
Telephone #	Date	Tax ID #
rickb@americandirectmailservices.com	918-948-9118	
E-mail		Fax #

Reb

SPECIFICATIONS

Please present a proposal to process, print, and mail the 2017 real estate and personal property tax bills according to the following specifications. Please keep in mind that the following volumes are estimates at this time, more specific numbers will not be available prior to the bidding of this job.

Real Estate tax bills should total approximately 100,000.

Personal Property tax bills should also total about 100,000.

At an agreed upon time, probably late October, the vendor will receive the information from our software vendor, process this information to re-format for laser printed tax bills. An additional alert will need to be printed on approximately 40,000 of the real estate tax bills that have lender codes.

The bills will need to have a minimum 5-digit for greatest depth of sort, Intelligent Mail Bar Code, and One Code ACS compliance.

We will require a report of all ACS address changes that are made to both real estate and personal property accounts so we can update our files.

Real Estate and Personal Property tax bills will be inserted into #10 window envelopes along with a #9 return envelope and delivered to the Hillsboro Post Office for mailing.

Quoted prices should include all forms, mailing envelopes, return envelopes, and services required to process the mailing of completed tax bills.

Service provider must provide online services that allow the County to search, view and print images of each tax bill.

Service provider must be able to electronically match like names/addresses to allow collation and mailing of multiple bills in a single outgoing mail piece to reduce postage expenditures.

Service provider must be able to electronically match like names/addresses across separate files to allow collation and mailing of Real Estate Tax Bill and Personal Property Tax bill in a single outgoing mail piece to reduce postage expenditures.

Service provider must be able to insert additional sheets on a conditional basis.

If you have any questions concerning the specifications required, please don't hesitate to call Beth Mahn, Collector of Jefferson County at 636-797-6441.

ESTIMATED TOTAL COST: \$ 15,022 for 200,000 total, \$75.11 per thousand thereafter





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**Vendor
Information:**

<u>Data Integrators</u>	<u>Robert L. Denton</u>
Company Name	Authorized Agent (Print)
<u>1190 International Parkway</u>	<u></u>
Address	Signature
<u>Fredericksburg, VA 22406</u>	<u>President</u>
City/State/Zip Code	Title
<u>540.752.9740</u>	<u>7/10/2017</u> <u>541920613</u>
Telephone #	Date Tax ID #
<u>bdenton@dataintegrators.com</u>	<u>540.752.9794</u>
E-mail	Fax #

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ESTIMATED TOTAL COST: \$ 22,000. or .11 each



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Vendor
Information:

DataProse, LLC	William K. Murray
Company Name	Authorized Agent (Print)
1122 W. Bethel Rd	<i>William K. Murray</i>
Address	Signature
Coppell, TX 75019	Chief Executive Officer
City/State/Zip Code	Title
(972)462-5400	07/10/2017 45-3370297
Telephone #	Date Tax ID #
bmurray@dataprose.com	(972)462-5429
E-mail	Fax #

SPECIFICATIONS

DataProse acknowledges and is highly qualified to meet all the specifications and/or requirements for Jefferson County below. In reference to Proposal requirements Section D, 4. Pg 13 - DataProse will meet Jefferson's County delivery and performance expectations.

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ESTIMATED TOTAL COST: \$ 17,000.00

Pricing Price includes a one-time shipment and mail presentment to the Hillsboro Post Office.
200,000

PRICING BREAKDOWN

Materials

Blank 8.5"x11" statement stock w/ tear off perforation
Outer envelope: #10 Single Window, Black Ink.
Reply envelope: #9 white, black ink

Processing

Data preprocessing
CASS Certified Address Cleansing
ACS reporting
Change of Address Mail Forwarding

Production

Laser imaging, simplex
Mail production including fold, insert, seal, meter, presort.
Electronic Documents
On line statement preview and edit prior to printing
Thirty days on line document access following printing
Production Reports via Email
Move/Update Report if applicable

Bad Address Report
Submission Verification Report
Account Detail Report

Pricing:	Outgoing Envelope	
200,000	Return Envelope	
	Stock form and all processing	
	Total Price per piece	\$.085



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**Vendor
Information:**

Mail Communications Grp. G. Shayne Huston
Company Name / Mail Services, LLC Authorized Agent (Print)
4100 121st ST. A. Shyla
Address Signature
Urbandale, IA 50323 CIO/BM
City/State/Zip Code Title
515-727-7700 6/29/17
Telephone # Date
shuston@mailservicesllc.com Tax ID #
E-mail Fax #

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ESTIMATED TOTAL COST: \$ 21,364.⁰⁰

+ \$ 650.00 to deliver to Hillsboro P.O.



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**Vendor
Information:**

<u>Input Technology Inc.</u>	<u>SAM Farinella</u>
Company Name	Authorized Agent (Print)
<u>4425 Hunt Ave</u>	<u>[Signature]</u>
Address	Signature
<u>St Louis MO 63110</u>	<u>Account Manager</u>
City/State/Zip Code	Title
<u>(314) 534-4375</u>	<u>7/10/17</u>
Telephone #	Date
<u>SAM.FARINELLA@INPTech.com</u>	<u>43-1232726</u>
E-mail	Tax ID #
	<u>(314) 534-3285</u>
	Fax #

SPECIFICATIONS

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ESTIMATED TOTAL COST: \$ 16,097 (See Attached detail)

Response to the proposal

Input Technology agrees to all bid specifications.

Job steps:

Envelopes

- Receive layout for #10 and #9 envelopes in electronic format.
- Print 1-color black standard #10 24lb window envelopes.
- Print 1-color black standard #9 24lb window envelopes.
- Generate proofs for customer approval.

Process and print for mailing.

- Receive ASCII 4 files of names, addresses and tax information.
- CASS certify for better mailing integrate and postage discount.
- Postal qualify name and addresses for minimal postage.
- Set-up variable name and address and tax information on to real estate and personal property forms onto 8½ x 11 sheets
- Sort loan company copies into lender code sequence.
- Generate PDF proofs for customer approval.
- Laser print Real Estate and Personal Property tax bills on 60lb offset white paper 8½ x 11 and perforate for remittance stub.
- Fold and insert bills with #9 reply envelope into #10 window envelope.
- Ship bills to Hillsboro USPS and mail using indicia.

Total estimated cost for 2017 Mail Personal Property and Real Estate. Combining matching names/address :

Envelope cost: \$29.14/m (150 * \$29.14 = \$4,371)

Data processing , printing and insert cost: \$58.63/m (200 * \$58.63 = \$11,726)

\$16,097 Total cost.